

1 + 6

Accomplishments Fiscal Year 1960:

1. Completed 1495 forms analysis projects. Some principal results were (a) major improvements in the Agency dispatch form and procedures will reduce annual material costs by \$6,000. Over a quarter million of signing and authenticating signatures will be eliminated each year (b) prompted the purging of 79 bootleg forms from supply operations and (c) purged supply channels of over age stencils thereby saving at least 1500 man hours of <sup>records</sup> preparation time.
2. Received 16,866 cubic feet of inactive records at the Records Center. Total holdings at end of fiscal year amounted to 58,391 cubic feet (equivalent to over 7000 safes), a net increase of 10,746 cubic feet over last year.
3. Assisted DD/P in developing a vital records program which resulted in establishment of 17 vital records schedules, a review of all vital records and the elimination of <sup>about</sup> ~~almost~~ 30% of those in the repository.
4. Audited records programs in two offices and prepared revised schedules which covered 8,891 cubic feet of records. Assisted Records Officers with development of three new records control schedules. Developed records schedules for three Headquarters components and one overseas station.
5. Conducted Agency-wide programs to promote greater records disposition effort, which brought about "do something" directives in all major operating offices, and a reduction of 8.4% in DD/I records holdings.
6. Installed 30 filing systems. This was almost a 300% increase over the last fiscal year. The training of 311 persons through seven filing workshops contributed substantially to the increase.
7. Held costs of safe-type filing equipment for Headquarters to zero for second straight year.
8. Converted two file installations to shelf-file system which increased filing capacity 75% and released \$3,966 worth of safe cabinets.
9. Precluded the purchase of \$57,336 <sup>worth</sup> of Herring-Hall-Marvin safes for use overseas by exchanging 134 of them for safes which can be used at Headquarters.

Summary

The OI costs of the Records Management Staff were \$243,644. The tangible benefits were \$890,202, resulting in savings to the Agency of \$646,558.

Form 630a

Objectives Fiscal Year 1961 and 1962

1. Continue intensified records disposition activities to reduce records holdings before move to new building.
2. Promote greater interest, activity and participation in the entire records management program by presenting nine Records Management Workshops to Area Records Officers and other appropriate officials.
3. Develop graphics aids and general publicity media to publicize the program through Support Bulletin articles and Agency exhibits.
4. Extend the use of shelf filing principles and techniques to appropriate Headquarters offices and to all the Contact Division Field Offices.
5. Continue Comprehensive Records Management surveys and audits.

RECORDS MANAGEMENT

1960

Rev. Sept 1-47  
Reports (annual)

Accomplishments Fiscal Year 1960:

1. Completed 1495 forms analysis projects. Some principal results were (a) major improvements in the Agency dispatch form and procedures will reduce annual material costs by \$6,000. Over a quarter million of signing and authenticating signatures will be eliminated each year (b) prompted the purging of 79 bootleg forms from supply operations and (c) purged supply channels of over age stencils thereby saving at least 1500 man hours of clerical preparation time.
2. Received 16,866 cubic feet of inactive records at the Records Center. Total holdings at end of fiscal year amounted to 58,391 cubic feet (equivalent to over 7000 safes), a net increase of 10,746 cubic feet over last year.
3. Assisted DD/P in developing a vital records program which resulted in establishment of 17 vital records schedules, a review of all vital records and the elimination of about 30% of those in the repository.
4. Audited records programs in two offices and prepared revised schedules which covered 8,991 cubic feet of records. Assisted Records Officers with development of three new records control schedules. Developed records schedules for three Headquarters components and one overseas station.
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Form 630a

SECRET

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Form 630a

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SECRET

| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM  |                                     |                                     |                |
|--|-------------------------------------|-------------------------------------|----------------|
| UNCLASSIFIED   | CONFIDENTIAL                        | <input checked="" type="checkbox"/> | SECRET         |
| CENTRAL INTELLIGENCE AGENCY<br>OFFICIAL ROUTING SLIP   |                                     |                                     |                |
| TO   | NAME AND ADDRESS                    | INITIALS                            | DATE           |
| 1  | Chief, Management Staff, [REDACTED] |                                     |                |
| 2  |                                     |                                     |                |
| 3  |                                     |                                     |                |
| 4  |                                     |                                     |                |
| 5  |                                     |                                     |                |
| 6  |                                     |                                     |                |
| <input type="checkbox"/>   | ACTION                              | <input type="checkbox"/>            | DIRECT REPLY   |
| <input type="checkbox"/>   | APPROVAL                            | <input type="checkbox"/>            | DISPATCH       |
| <input type="checkbox"/>   | COMMENT                             | <input type="checkbox"/>            | FILE           |
| <input type="checkbox"/>   | CONCURRENCE                         | <input checked="" type="checkbox"/> | INFORMATION    |
| <input type="checkbox"/>   |                                     | <input type="checkbox"/>            | PREPARE REPLY  |
| <input type="checkbox"/>   |                                     | <input type="checkbox"/>            | RECOMMENDATION |
| <input type="checkbox"/>   |                                     | <input type="checkbox"/>            | RETURN         |
| <input type="checkbox"/>   |                                     | <input type="checkbox"/>            | SIGNATURE      |
| Remarks:   |                                     |                                     |                |
| Attached is the Budget Statement for the Records Management Staff showing Accomplishments for FY 1960 and the Objectives for FY's 1961 and 1962. |                                     |                                     |                |
| FROM: [REDACTED]   |                                     | RETURN TO SENDER                    |                |
|  |                                     | AND PHONE NO.                       | DATE           |
|  |                                     | 604 1016 16th St                    | 7/14/60        |
| UNCLASSIFIED   | CONFIDENTIAL                        | <input checked="" type="checkbox"/> | SECRET         |

*Budget*

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